

FAMILY FRIENDLY LEAVE ACT

Q1: What is Family Friendly Leave Act?

A1: Family Friendly Leave allows employees to use sick leave to provide care for family members and significant others. The 1994 act permits employees who return to government service on or after December 2, 1994, after a separation of more than three years, to have previously earned sick leave re-credited to their leave account.

Q2: What employees are eligible to use Family Friendly Leave?

A2: Full time and part time permanent employees.

Q3: For what purposes can an employee request Family Friendly Leave?

A3: There are 2 reason indicators for the use of Family Friendly Leave

DE Care for a family member or bereavement

DF Absence due to adoption

Q4: How many hours of leave can employees use for Family Friendly Leave?

A4: Full time employees may use up to 40 hours of sick leave each leave year. An additional 64 hours may be used as long as the employee maintains a balance of at least 80 hours of sick leave hours.

Part time employees are entitled to number of hours in their average week work scheduled.

Q5: How is Family Friendly Leave usage reported?

A5: The timekeeper enters one of the reason indicators in the environmental field on the time card to show the hours of leave used for Family Friendly Leave.

Q6: What DCPS report shows Family Friendly Leave information?

A6: The Leave Availability Report (P6602R01) report shows the number of hours to be used by reason code.